



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

California State Office

2800 Cottage Way, Suite W1834

Sacramento, California 95825

[www.ca.blm.gov](http://www.ca.blm.gov)



December 21, 2001

In Reply Refer to:

1510 (P)

CA-944

EMS TRANSMISSION: 12/21/01

Instruction Memorandum No. CA-2002-018

Expires 09/30/03

To: Deputy State Directors, CDD District Manager, and all Field Managers

From: State Director

Subject: FY 2002 Procurement and Agreements Plans

**DD: 01/11/2002**

Each addressee or office is requested to identify their FY 2002 procurement and agreements requirements, based upon anticipated program funding. This information will be used by management and the procurement staff to ensure that adequate lead time is provided for and that procurement workload is balanced to provide timely, quality processing of each office's requirements.

Each office must prepare a listing of all planned major acquisitions and agreements in excess of \$10,000.

Procurement plan information must be submitted in the format of enclosure 1-2. The instructions for completing the format are outlined in enclosure 1-1. A sample procurement plan submission is provided in enclosure 1-3. Planned agreements must be submitted in the format of enclosure 2-2. The instructions for completing the format are outlined in enclosure 2-1. A sample Agreements plan submission is provided in enclosure 2-3.

Submitting offices should coordinate their submissions with the warranted contracting officer who regularly processes their acquisition and agreement requirements. Offices are reminded that requirements which are planned and submitted on time will receive priority handling. Those not planned and/or submitted late, will be done only as time is available.

FY 2002 Procurement and Agreements Plans are to be sent to CA-944 (Dave Peeples) no later than **January 11, 2002**. This is the first submission for the Procurement/Agreements planning document. Updates will be done on a semi-annual basis. Submissions should reflect the best knowledge and assumptions of the submitting office at the time. Questions regarding this Instruction Memorandum should be directed to Dave Peeples, State Procurement Analyst at (916) 978-4525.

Signed by:

J. Anthony Danna

Acting State Director

Authenticated by:

Richard A. Erickson

Records Management

### 2- Attachments

1 - Procurement Plan Instructions and Format (3 pp.)

2 - Agreements Plan Instructions and Format (3 pp.)

## **PROCUREMENT PLAN INSTRUCTIONS**

### **Submitting Office**

Self Explanatory

### **Office Code**

The five character office identifier of the office responsible for initiating this procurement action. (eg. CA370).

### **Type Code**

C Construction  
N Non-Professional Services  
P Professional Services/Studies/A & E  
S Supplies/Equipment

### **Description**

Descriptive name used by office as identifier (this name should remain consistent throughout the procurement cycle)

### **Cost Est.**

Estimated cost in whole dollars, rounded to the nearest hundred.

### **Submission Date**

Date you intend to have the procurement request in to the procuring office. Must be in MM/DD/YY format; where M = Month; D = Day and Y = Year

### **Desired Award Date**

Self explanatory. Must be in MM/DD/YY format; where M = Month; D = Day and Y = Year

### **Subactivity (Subact.)**

Only one per acquisition - should be the dominant funding subactivity ( award documents will show all funding sources)

### **Contact Person**

Name and telephone number of the technical person responsible for the requirement



**FY 2002  
PROCUREMENT PLAN  
BLM - CALIFORNIA**

Submitting Office \_\_\_\_\_

Page \_\_ of \_\_ Pages

Ofc. Code	Type Code	Description	Cost Est.	Submission Date	Desired Awd. Date	Subact.	Contact Person - Name and Number

# SAMPLE

**FY 2002**  
**PROCUREMENT PLAN**  
**BLM - CALIFORNIA**

Submitting Office: Hard Working Field Office

Page 1 of 1 Pages

Ofc. Code	Type Code	Description	Cost Est.	Submission Date	Desired Awd. Date	Subact.	Contact Person - Name and Number
CA030	C	Big Canyon Fence	4000	12/01/94	03/01/95	4320	Ima Goodone (909) 555-1234
CA031	N	Pleasant Valley Tree Thinning	10000	02/02/95	04/15/95	4310	Justa Niceguy (999) 555-4312
CA033	P	Leapin Lizard Population Study	27000	03/01/95	07/01/95	4350	Charlie Tuna (555) 555-6781
CA037	S	Dry Valley Hay	68000	04/01/95	07/30/95	4370	Ole Cowpoke (876) 555-4321

## **AGREEMENTS PLAN INSTRUCTIONS**

### **Ofc. Code**

The five character office identifier of the office responsible for initiating this agreement. (eg. CA370).

### **Type Code**

IA - Interagency/Intraagency Agreements (Between Federal Agencies)

CA - Cooperative Agreement (Between BLM and Non-Federal parties, and there is substantial involvement on the part of BLM.)

GT - Grant (Between BLM and Non-Federal parties, and there is no substantial involvement on the part of BLM.)

LE - Law Enforcement Agreement (Between BLM and State or Local Law Enforcement agencies, for the enforcement of state or local [NOT Federal] laws)

### **Description**

Descriptive name used by office as identifier (this name should remain consistent throughout the procurement cycle)

### **Recipient**

Name of proposed recipient (May be an individual or an organization).

### **Cost Est.**

Estimated cost, in whole dollars, rounded to the nearest hundred.

### **Sub. (submission) Date**

Date you intend to have the request package in to the procuring office. Must be in MM/DD/YY format; where M = Month; D = Day and Y = Year.

### **Cost Code**

Subactivity - only one per agreement - should be the dominant funding subactivity ( award documents will show all funding sources).

### **Contact Person**

Name and telephone number of the technical person responsible for the requirement

**FY 2002**  
**AGREEMENTS PLAN**  
**BLM - CALIFORNIA**

Submitting Office \_\_\_\_\_

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<b>Ofc. Code</b>	<b>Type Code</b>	<b>Description</b>	<b>Recipient</b>	<b>Cost Est.</b>	<b>Sub. Date</b>	<b>Cost Code</b>	<b>Contact Person - Name and Number</b>

# SAMPLE

**FY 2002**  
**AGREEMENTS PLAN**  
**BLM - CALIFORNIA**

Submitting Office: Creative Thinking Field Office

Page 1 of 1 Pages

<b>Ofc. Code</b>	<b>Type Code</b>	<b>Description</b>	<b>Recipient</b>	<b>Cost Est.</b>	<b>Sub. Date</b>	<b>Cost Code</b>	<b>Contact Person - Name and Number</b>
CA070	IA	Soil Surveys	Soil Conservation Service	12,000	12/01/94	4340	Justa Sample (999) 555-6704
CA072	LE	Law Enforcement Services	Boondocks County Sheriff	4,000	03/01/95	4740	Justine Sample (888) 555-1234
CA074	CA	Desert Snipe Museum	Snipe Trend Studies	10,000	05/01/95	4352	Outta Sight (876) 555-4444
CA077	GT	Unicorn Institute	Unicorn Watering Systems	5,000	04/01/95	4351	Thereal McCoy (888) 555-3333